Qu 4-1

Assistant to Deputy Director of Intelligence   19 September 1956
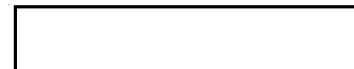(Administration)

Chief, Records Management Staff

Inventory of Headquarters Reporting Requirements.

1. Attached are eight copies of a list of approved Headquarters reporting requirements. These were developed from the inventory in the DD/S area.

2. You will probably want to distribute a copy of the list to each one of the major components in the DD/I area. Revisions will be made from time to time and we will keep you advised of them. If you prefer, we will make distribution of all revisions directly to the major components.

3. If you need additional copies of the list or if I can help in any way with your Reports Management Program, let me know.

STAT

Attachments 8

STAT

Mgt S/R   ea (19 September 1956)

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